



City of Austin - JOB DESCRIPTION



Aquatic Supervisor

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	10617	Salary Grade:	EA1
Approved:	October 21, 1998	Last Revised:	April 08, 2012

Purpose:

Working with general direction, implements citywide swimming and water safety programs and events.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Manages, controls, and audits cash handling and receipts for facilities involved with the collection of fees.
2. Coordinates, develops, directs and implements organization's aquatic programs and activities within the city and with other city and public organizations.
3. Represents the city and department at meetings and conferences.
4. Investigates and responds to calls, requests, and complaints from citizens.
5. Conducts CPR and First Aid training.
6. Develops, directs, implements, and approves promotion of facilities, programs, and events.
7. Communicates project and program information.
8. Reviews, implements, and is responsible for budget.
9. Ensures mechanical and chemical balancing of pool operations
10. Conducts Lifeguard audits.

Responsibilities - Supervisor and/or Leadership Exercised:

Responsible for the full range of supervisory activities including selection, training, evaluation, counseling, and recommendation for dismissal

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Knowledge of aquatics and water safety programs.

Knowledge of Federal, State and Local laws.

Knowledge of city practice, policy and regulations.

Knowledge of fiscal planning and budget preparation.

Knowledge of supervisory and managerial techniques and principles.

Skill in oral and written communication.

Skill in using computers and related software applications.

Skill in handling multiple tasks and prioritizing.

Skill in planning and organizing.

Ability to plan, market and promote programs.

Ability to work with frequent interruptions and changes in priorities.

Ability to conduct CPR and First Aid Training.

Ability to upgrade and keep current certifications.

Ability to establish and maintain good working relationships with other city employees and the public

Minimum Qualifications:

Graduation from an accredited four (4) year college or university with coursework in Recreation, Physical Education, Parks Administration, or related field, plus three (3) years of experience developing and implementing aquatics programs and activities, and managing multiple swim facilities, two (2) years of which were in a lead or supervisory capacity.

Experience may substitute for the education up to the maximum of four (4) years

Licenses and Certifications Required:

Swimming instructor.

Life guarding.

CPR.

First aid.

Water safety.

Pool operations, either AFO or CPO

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.